



# **PUBLIC NOTICE**



## **TOWN OF HUNTINGTON PROPERTY OWNERS/HOMEBUILDERS**

SHOULD ANY PROPERTY OWNERS MAKE IMPROVEMENTS  
TO THEIR PROPERTY IN OUR TOWN THE FOLLOWING  
INFORMATION IS VERY IMPORTANT:

THE TOWN OWNS APPROXIMATELY 8' BEHIND THE CURB OR  
EDGE OF PAVEMENT WHICH IS REFERRED TO AS THE  
RIGHT-OF-WAY ON TOWN ROADS

***NEW YORK STATE HIGHWAY LAW GIVES JURISDICTION OF TOWN ROADS TO  
THE ELECTED SUPERINTENDENT OF HIGHWAYS  
HIGHWAY OFFICE PERMITS ARE REQUIRED TO DO ANY WORK LISTED  
BELOW ON TOWN ROADS AND RIGHT-OF-WAYS, OR SIDEWALKS ON  
COUNTY AND STATE ROADS:***

Curb cut-New Entrance(s)-Curbs or sidewalks-Driveway aprons-Tree removal,  
Electric, gas, water sewer, or other utility hookup including cable TV. Town code only  
allows asphalt or concrete materials to be used. All other materials such as brick,  
Belgium block, or stone need to file a  
Hold Harmless Agreement

**\*FOR PERMIT, HOLD HARMLESS, OR LIABILITY INSURANCE INFORMATION\***

**\*PLEASE CALL: RICH SCHEFFLER 631-351-3075 (ext. 119)\***

**HELP KEEP HUNTINGTON BEAUTIFUL**

**PETER S. GUNTHER**

Superintendent of Highways

30 Rofay Drive

Huntington, NY 11743

V: (631) 351-3075 F: (631) 499-3512 HOTLINE: (631) 499-0444

**To: All Permit Applicants**  
**From: Rich Scheffler, Construction Coordinator/Permits**

Please fill out the enclosed permit application and return it to the Highway Office. Be sure to include a **\$100.00 check (no cash)** to the **Town of Huntington Highway Office** with each permit. Applications should include a blueprint or sketch with measurements describing the work to be performed and a self-addressed stamped envelope.

If you have any questions regarding permits and/or Hold Harmless Agreements, feel free to contact me.

**Rich Scheffler**  
**Town of Huntington Highway Office**  
**30 Rofay Drive**  
**Huntington, NY 11743**  
**Phone (631) 351-3075**  
**Fax (631) 499-3512**

Some permits may require a Hold Harmless Agreement and/or bond. Should your permit application require either, follow these instructions:

**Hold Harmless Agreement**

1. A notarized copy of the Hold Harmless form, which has been signed by the property owner(s) as signature(s) appear on the deed.
2. A copy of the "Schedule A" from the deed of the property in question. This is the legal description of the property, usually one page that describes the bounds of the property. The document must be legible and suitable for the County Clerk to microfilm. Any questions regarding the filing fees for the Hold Harmless should be directed to the Clerk's office at (631) 852-2043.
3. The **Section, Block and Lot** number of the property. (Usually on the "Schedule A").
4. A **check** payable to the **Suffolk County Clerk** in the amount of **\$120.00** (this is the minimum fee, additional page filing will increase by **\$5.00** for each page and **\$60** for each additional lot).

**Bond**

A certified check is required. The Highway Office during the permit application process shall determine the amount of the check. This check will only be deposited if the holder fails to make proper restoration of the work area and the Highway Office makes the restoration. Whether or not proper restoration has been made is the sole discretion of the Highway Office. The liability of the applicant may extend beyond the amount of the bond check.

## Application to Perform Work in a Town Right-Of-Way

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Location  
Of Work: \_\_\_\_\_

### Type of Work Performed:

\_\_\_\_\_ New Curb Cut For Driveway (Conforming)  
\_\_\_\_\_ New Curb Cut For Driveway (Non-Conforming)<sup>1</sup>  
\_\_\_\_\_ Curb Replacement/Installation (Conforming)  
\_\_\_\_\_ Curb Replacement/Installation (Non-Conforming)<sup>1</sup>  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_

Work performed impacts paved area in any way? No/Yes<sup>2</sup>

Work performed impacts concrete area in any way? No/Yes<sup>2</sup>

In order to obtain a permit, you will need the following:

1. A sketch of the work to be performed on 8 ½ x 11" paper
2. This application completed and signed.
3. A check payable to the **Town of Huntington Highway** for \$100.00

\_\_\_\_\_  
Applicant Signature

<sup>1</sup> Any structure other than a driveway, apron, curb, sidewalk or catch basin is non-conforming. Any driveway, curbing or sidewalk material other than asphalt or concrete is non-conforming. All non-conforming structures or material require a Hold Harmless Agreement between the property owner and the Town of Huntington.

<sup>2</sup> Work impacting existing pavement or concrete requires a bond to insure proper restoration.

**NOTARY PAGE**

\_\_\_\_\_  
(OWNER) Sign & Print

\_\_\_\_\_  
(OWNER) Sign & Print

(STATE OF NEW YORK)

(COUNTY OF SUFFOLK)

On the \_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before me the undersigned, personally appeared \_\_\_\_\_ and \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to within instrument and acknowledged that they executed the same in their capacity and by their signature(s) on the instrument, the individual, or the person on behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary for above

\_\_\_\_\_  
By: William Naughton  
Superintendent of Highways

(STATE OF NEW YORK)

(COUNTY OF SUFFOLK)

On the \_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before me the undersigned, personally appeared, William Naughton, personally known to me or proved to me the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity and that by his signature on the instrument, the individual(s), or the person on behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary for William Naughton

## HOLD HARMLESS AGREEMENT

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_,  
by and between \_\_\_\_\_, ("Owner") residing at \_\_\_\_\_  
\_\_\_\_\_ and Owner of property located at \_\_\_\_\_  
\_\_\_\_\_, (the "Property") and the Town of Huntington, Suffolk County,  
New York ("Town"),

WHEREAS, the Owner has requested permission from the Town to continue the  
existence of or the construction of a non-conforming structure, fixture or device described herein  
as \_\_\_\_\_

and located at the "Property",

WHEREAS, the Town has agreed to grant such permission by the issuance of a permit  
for the aforementioned non-conforming structure, fixture or device, in consideration of an  
agreement to the covenants by the Owner as herein contained.

NOW, THEREFORE, the parties agree as follows:

1. The Owner agrees to maintain and assume total responsibility for said structure,  
fixture, or device and release and hold the Town harmless for any damages inadvertently caused  
by the Town equipment in roadway servicing and shall hold harmless, indemnify and defend the  
Town against any and all claims for personal injury and property damage by either party or third  
parties caused by or related to said structure, fixture or device at the "Property";

2. The Owner agrees to purchase and maintain homeowners liability insurance  
extending insurance coverage to that area containing and including the aforementioned structure,  
fixture of device at the "Property", and the failure to procure insurance is a material breach of  
this Agreement for which the Owner will be held liable and responsible for any monetary  
awards, judgments, settlements and cost of attorney fees in defense of any claim or action.

3. The Owner agrees that these covenants run with the land, as herein after set forth,  
binding the Owner, his heirs, successors, or assigns, and may not be terminated or revoked  
without the written consent of the Town. This Agreement shall be filed with the County Clerk's  
Office in Riverhead at a cost to be incurred by the Owner.

4. The Town reserves the right in its sole discretion to revoke said permit should it  
be deemed necessary by the Town to improve upon or otherwise utilize the Town's right-of-way  
or if said non-conforming structure, fixture or device is deemed to become a danger or public  
nuisance.

The "Property" so affected:

STREET ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DISTRICT: 0400 SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_